UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 5090.9
G-4
DEC 4 2008

DEPOT ORDER 5090.9

From: Commanding General
To: Distribution List

Subj: LAND USE CONTROL STANDARD OPERATING PROCEDURE

Ref: (a) 29 CFR 1200
(b) 29 CFR 1910.120
(c) 29 CFR 1910.132
(d) 40 CFR 300.430 (A)(I)(iii)
(e) NEPA 40 CFR 1500-1508
(f) National Historic Preservation Act (NHPA) 30 CFR 60-79
(g) SC Code of Law Title 58

Encl: (1) Land Use Control Standard Operating Procedure

1. Situation. References (a) through (g) require Marine Corps Recruit Depot, Parris Island (MCRD) to implement Land Use Controls (LUCs) in the form of a Ground Penetrating Activity Permit Program. This program will require organizations and contractors to obtain Ground Penetrating Activity Permits prior to conducting ground disturbing activities. The purpose of the Ground Penetrating Activity Permit Program at MCRD is to prevent injury to any individual performing a ground penetrating activity as well as injury to Marines or civilian employees, avoid damage to MCRD and non-MCRD utilities, ensure uninterrupted utility service to MCRD, maintain compliance with environmental laws and requirements including NEPA, protect historical and archaeological sites, and protect the Installation Restoration Program (IRP) sites. The requirements for the Ground Penetrating Activity Permit Program are described in detail in this Standard Operating Procedure (SOP).

2. Mission. To promulgate the enclosure as the official planning document for LUC at MCRD.

3. Execution. Commanding officers and special staff officers shall integrate the LUC SOP with other applicable activities.

4. Administration and Logistics. The Deputy Natural Resources and Environmental Affairs Office (NREAO) will be the point of contact for responsibility and coordination of all actions required by the LUC SOP. The NREAO will provide guidance as appropriate.

5. Command and Signal

a. Command. This Order applies to all Department of Defense agencies, military organizations and other authorized activities located on MCRD.

b. Signal. This Order is effective the date signed.

J. M. PETERSON
Chief of Staff

DISTRIBUTION: A

DEC 4 2008

LOCATOR SHEET

Subj: LAND USE CONTROL STANDARD OPERATING PROCEDURE

Location: _____
(Indicate location(s) of copy(ies) of this manual.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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1.0 Introduction

1.1 Background

1. Marine Corps Recruit Depot Parris Island (MCRDPI) is implementing Land Use Controls (LUCs) in the form of a Ground Penetrating Activity Permit Program. This program will require organizations and contractors to obtain Ground Penetrating Activity Permits prior to conducting ground disturbing activities. The purpose of the Ground Penetrating Activity Permit Program at MCRDPI is to:

a. Prevent injury to any individual performing a ground penetrating activity as well as injury to Marines or civilian employees.

b. Avoid damage to MCRDPI and non-MCRDPI utilities.

c. Ensure uninterrupted utility service to the Depot.

d. Maintain compliance with environmental laws and requirements, including NEPA.

e. Protect historical and archaeological sites.

f. Protect the Installation Restoration Program (IRP) sites.

2. The requirements for the Ground Penetrating Activity Permit Program are described in detail in this Standard Operating Procedure (SOP).

1.2 Regulations

1. Numerous federal, state, and Marine Corps regulations include requirements associated with land use controls. This section provides an overview of regulations that apply to MCRDPI's Ground Penetrating Activity Permit Program.

a. Federal Regulations

(1) 29 CFR 1200 Hazardous Communication. The purpose of this standard is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is communicated to employers and employees. This communication of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other

forms of warning, material safety data sheets (MSDSs), and employee training.

(2) 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER). Individuals performing work at contaminated sites must work under the direction of an onsite supervisor and a site-specific safety and health plan, and must be fully trained and protected pursuant to the Occupational Safety and Health Administration (OSHA) HAZWOPER standard.

(3) 29 CFR 1910.132 Personnel Protective Equipment (PPE). Outlines requirements for protective equipment, including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers.

(4) 40 CFR 300.430 (a)(1)(iii) Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) National Contingency Plan. Environmental Protection Agency (EPA) set forth a series of standards that agencies must follow in selecting remedies for CERCLA releases. In the standards, EPA notes that at some sites, engineering and/or institutional controls may be the remedy of choice. Typically, engineering and/or institutional controls are chosen where the waste poses a low, long-term threat or where full treatment is impracticable.

(5) 40 CFR 1500-1508 National Environmental Policy Act (NEPA). Requires federal agencies to integrate environmental considerations into their decision-making processes. NEPA requires agencies to assess the environmental impacts of their proposed actions and reasonable alternatives to those actions. There are three possible levels of NEPA activity that correspond to the anticipated level of impact to the environment:

(a) A categorical exclusion (CATEX) can be used when no significant impact on the natural or human environment can be easily demonstrated without the use of detailed analyses.

(b) An environmental assessment (EA), can be used when analyses are required to demonstrate that the proposed action will not produce a significant impact on the natural or human environment.

(c) An environmental impact statement (EIS) must be used when the proposed action will produce a significant impact on the natural or human environment.

(6) NEPA analyses consider possible impacts on air quality, surface water quality, wastewater, groundwater, solid waste, noise, safety, threatened and endangered species, archeological remains and historical sites, vegetation, wetlands, and environmental justice. EO 12898 requires federal agencies to take environmental justice into account by addressing adverse human health or environmental effects resulting from their activities. NEPA analyses must be completed during the planning phase of new projects, prior to beginning any construction activities relating to the project. It is important to include all aspects of the proposed action, including the construction, operation, and decommissioning of the proposed action.

(7) Regulations issued pursuant to NEPA, such as the Environmental Quality Improvement Act of 1970 (as amended 42 U.S.C. 4371 *et seq.*), section 309 of the Clean Air Act (as amended 42 U.S.C. 7609), and Executive Order 11514, Protection and Enhancement of Environmental Quality (March 5, 1970, as amended by Executive Order 11991, May 24, 1977), identify what federal agencies must do to comply with the procedures and achieve the goals of NEPA.

(8) 30 CFR 60-79 The National Historic Preservation Act (NHPA) is the largest piece of federal historic preservation legislation. It has two major components that affect the responsibilities of federal agencies managing submerged lands. First, federal agencies are required to consider the effects of their undertakings (such as the issuance of permits, the expenditure of federal funding and federal projects) on historic resources that are either eligible for listing or are listed on the National Register of Historic Places. NHPA also imposes on federal agencies that own or control historic resources the requirement to consider historic preservation of historic resources as part of their management.

(9) EPA Region IV LUC Policy Memorandum. On 13 April 1998, EPA Region IV issued a policy memorandum on LUCs stating that it is the policy of EPA Region IV's Federal Facilities Branch that the lead federal agency seeking EPA's concurrence commit itself to implementing a detailed written C (LUCAP) designed to assure the effectiveness and reliability of the required LUC(s) for as long as any LUC continues to be required in order for the remedial/corrective action to remain protective. This memorandum can be viewed at: http://www.epa.gov/Region4/waste/fedfac/landusec.htm.

(a) Federal regulations established under OSHA may be reviewed on the internet at www.osha.gov/comp-links.html. See OSHA Regulations (Standards 29 CFR).

(b) Federal regulations established under EPA may be reviewed on the internet at www.epa.gov/epacfr40/chapt-I.info/chi-toc.htm.

(c) In February 2005, EPA provided Final Guidance with regard to understanding and managing Institutional Controls. These guidance documents are as follows:

(d) The purpose of "Institutional Controls: A Citizens Guide to Understanding Institutional Controls at Superfund, Brownfields, Federal Facilities, Underground Storage Tank, and RCRA Cleanups" is to provide community members a general information guide about the role of institutional controls associated with cleanups occurring in their neighborhoods. This guidance document can be located online at http://www.epa.gov/superfund/action/ic/guide/citguide.pdf.

(e) The purpose of "Institutional Controls: A Site Managers Guide to Identifying, Evaluating, and Selecting Institutional Controls at Superfund and RCRA Corrective Action Clean-ups" is to provide Superfund and RCRA site managers and other decision-makers with an overview of the types of institutional controls (ICs) that are commonly available, including their relative strengths and weaknesses, and to provide a discussion of the key factors to consider when evaluating and selecting ICs in Superfund and RCRA Corrective Action cleanups. This guidance document can be located online at http://www.epa.gov/superfund/action/ic/guide/guide.pdf.

(f) An Institutional Controls Bibliography: Institutional Control, Remedy Selection, and Post Construction Completion Guidance Policy serves as a reference for policy guidelines concerning the use of ICs. The purpose of this document is to serve as a reference for policy guidelines concerning the use of ICs. The IC Bibliography covers 40 guidance and policy documents and provides citations and brief synopses of the IC use and policy information contained in each. This reference document can be located and reviewed at http://www.epa.gov/superfund/action/ic/guide/biblio.pdf.

b. South Carolina Regulations

(1) SC Code of Law Title 58 Chapter 35, Underground Utility Damage Prevention Act, of Title 58, except as provided in Sections 58-35-50 and 58-35-90, states that no person may excavate in a street, highway, public space, a private easement of an operator, or near the location of an underground utility installed on the premises of a customer served by such a utility, or demolish a building without having first ascertained from the public utilities the location of all their underground utilities in the area that would be affected by the proposed excavation or demolition. Prior to any excavation or demolition, the person financially responsible or the architect, engineer, or designer responsible for such activities should consult with all the public utilities operating in the area and cause a detailed plan to be drawn and furnished to the entity physically doing the excavation or demolition that will show the location of all utilities in accordance with the provisions of Section 58-35-80.

(2) Palmetto Utility Protection Services (PUPS). Anyone proposing to excavate, dig, bore, tunnel, blast, or disturb the earth in any manner in which buried utilities may be damaged is requested to call PUPS at 1-888-721-7877 between the hours of 7:30 am and 5:30 pm (EST), Monday through Friday, 72 hours before starting the proposed work. Information that must be provided to PUPS includes:

(a) Name of County and City.

(b) Location of work -- Street Address.

(c) Intersecting Streets/Roads.

(d) Distance From Intersection/Direction.

(e) Extent of Work Front/Rear/Both Sides.

(f) Date of Excavation.

(g) Start Time of Excavation.

(h) Type of Work.

(i) Caller's Name.

(j) Contractor/Contact Number.

(k) Contact Person/Additional Information.

(3) A PUPS operator records the necessary information, tells the caller what utility companies will be notified, and gives the caller a Ticket Number. The location request message is transmitted to owners of underground utilities that are members of PUPS. Underground utility owners visit the site and mark the locations of utilities present in the area. http://www.sc1pups.org/

(4) Other

(a) South Carolina Code of Law, title 58, chapter 35 may be found online at http://www.scstatehouse.net/code/t58c035.doc .

(b) South Carolina Code of Law, title 48, chapter 39 may be found online at http://www.scstatehouse.net/code/t48c039.htm

(c) South Carolina Department of Health & Environmental Controls (SCDHEC), Bureau of Land and Waste Management, Registry of Conditional Remedies, provides details on "Remedies Requiring Land Use Control" at http://www.scdhec.gov/lwm/RCR/rcr_about.html#what.

(d) A listing and link to South Carolina Code of Laws is located at http://www.scstatehouse.net/code/statmast.htm

c. Navy Regulations

(1) DON Environmental Restoration Program Manual, Chapter 11, August 2006. The DON manual outlines requirements for LUCs. DON sites requiring Long-Term Management (LTMgt) are expected to have LUCs in the form of institutional controls or engineering controls. The Navy operates LUC Tracker, a web-based management tool that operates as part of the Naval Installation Restoration Information Solution (NIRIS) to allow IR managers to effectively manage their LUCs. LUC information, reports, maps, etc., can be uploaded to the LUC Tracker and anyone within the Naval Facilities Engineering Command can obtain specific LUC data for a site.

(2) Environmental Policy Memorandum 99-02. This policy memorandum establishes requirements for the development and use of LUCs as part of environmental restoration program decisions at active and closing bases.

d. Marine Corps (MC) Regulations

(1) MCO P5100.8F Marine Corps Occupational Safety & Health Manual. This manual provides policy, assign responsibility and establishes instructions for the administration of the Marine Corps Occupational Safety and Health (OSH) Program. The Marine Corps OSH Program specifically addresses the maintenance of safe and healthful conditions in the workplace or the occupational environment. This manual contains major revisions to the Marine Corps OSH Program procedures and guidance. Many special areas are added which include: occupational health, asbestos, lead, office safety, lockout/tagout, and fall protection.

(2) MCO 5090.2A Environmental Compliance and Protection Manual. This manual provides requirements for maintaining multi-media environmental compliance with applicable laws and regulations.

(a) Chapter 8. Provides Marine Corps policy and responsibilities for the protection of historical and archeological resources.

(b) Chapter 10. Provides Marine Corps policy and responsibilities for compliance with procedural and statutory requirements under the DON IRP.

(c) Chapter 12. Establishes Marine Corps policy and responsibilities for compliance with the NEPA of 1969 (42 U. S. C. 4321 *et seq.*). NEPA is the basic national charter for the protection of the environment. It establishes policies, sets goals, and provides means for carrying out environmental policy. The following is a list of environmental legislation or executive orders which may need to be considered with regard to NEPA compliance.

(d) Other chapters in MCO 5090.2A include requirements for maintaining multimedia environmental compliance which may be useful when performing NEPA reviews.

e. Depot Regulations

(1) Depot Order 5100.1B PPE Program. This Order outlines the requirements at MCRDPI for complying with laws and regulations on the use of PPE.

(2) Depot Order 5100.16E Depot Safety Program. This Order outlines the roles and responsibilities associated with maintaining compliance with laws and regulations on safety at MCRDPI.

(3) Depot Order 5100.21A Hazardous Materials/Communication Program. Federally required program outlining how measures and training for the protection of MCRDPI employees exposed to hazardous chemicals in the workplace.

(4) Depot Order 5100.24 Confined Space Entry (CSE) Program. This Order outlines responsibilities and requirements associated with MCRDPI staff and contractors entering confined spaces, or those spaces with limited openings for entry and egress, not intended for continuous employee occupancy, and enclosed from natural ventilation. Examples of confined spaces include: manholes, stacks, pipes, storage tanks, trailers, tank cars, pits, sumps, hoppers, and bins.

(5) Depot Order 5100.29 Hazardous Energy Control (Lockout/Tagout Program). This Order includes practices and procedures to safeguard MCRDPI employees and contractors from the unexpected energizing or startup of machinery and equipment.

(6) Depot Order 11014.2K Depot Facilities Maintenance Policy and Procedures. This Order includes roles and responsibilities for facilities maintenance operations at MCRDPI.

(7) Other

(a) The Office of the Under Secretary of Defense prepared several joint issue Memorandums with regard to Land Use Control Policy. A 01/02 "Policy on Land Use Controls Associated with Environmental Restoration Activities" provides DoD guidance on LUCs associated with Environmental Restoration Activities for (1) Property Planned for Transfer Out of Federal Control and (2) Active Installations. A 03/01 "Guidance on Land Use Control Agreements with Environmental Regulatory Agencies" provides a template to be used when drafting a voluntary agreement for the implementation of land use controls at DoD installations. In addition to the above documents, various DoD LUC fact sheets (draft) can be located and reviewed online at www.denix.osd.mil/denix/Public/Library/Cleanup/CleanupOfc/subject_arch/lucs.html.

2.0 Scope. This SOP applies to all organizations and contractors performing work at MCRDPI. The SOP provides guidance on the roles and responsibilities associated with the Ground Penetrating Activity Permit Program at MCRDPI.

3.0 Responsibilities. Responsibilities associated with MCRDPI's Ground Penetrating Activity Permit Program are outlined in the following sections.

3.1 Project Originators. A project originator is any individual at MCRDPI proposing to complete a project that requires excavation, including MCRDPI organizations (such as Computer Information Systems Division, Operations and Training, and Marine Corps Community Service) and contractors. Project originators are required to:

1. Complete the MCRDPI Ground Penetrating Activity Permit Request (Appendix A) and submit the form to FMD at least ten working days prior to the scheduled start date of the project.

2. Submit a Geographic Information System (GIS) map or other to-scale map of the ground area to be penetrated with the MCRDPI Ground Penetrating Activity Permit Request.

3. Contact PUPS to determine if commercial utilities are located within or adjacent to the area.

4. Implement any mitigation and monitoring (such as air monitoring or safety precautions) requirements requested from the Ground Penetrating Activity Permit authorizing parties.

5. If the Ground Penetrating Activity Permit Request is approved, comply with the requirements of the permit.

6. Maintain the permit at the work site and make it available upon request during site inspections, and obtain a new permit if needed once the original permit expires 90 days after it was approved.

7. Institute hand-digging if 36 inches from telecommunications utilities.

8. Stop work immediately and notify FMD if an unidentified or unlocated utility or other object is identified.

9. For non-IRP-related projects taking place at IRP sites, complete Non-IRP Contractor Waste Management Checklists as

requested by the IRP Manager. Submit the completed, signed checklists to the IRP Manager upon completion of the project.

10. Should any archaeological materials be uncovered during construction or site preparation, all work within 25 feet of the materials will cease and the Depot Archaeologist will be notified. Types of materials of concern are ceramics/pottery, bone, stone objects, wooden objects, glass, metal objects, changes in soil color or texture inconsistent with surrounding soils, shell, shell middens, or concentrations of rock.

3.2 MCRDPI Facilities Maintenance Division (FMD)

1. Distribute Ground Penetrating Activity Permit Request forms completed by project originators to all of the authorizing parties listed on the form to obtain the necessary approvals for the project.

2. Track distributed forms to ensure they are routed to the authorizing parties in a timely manner.

3. Provide final authorization of the Ground Penetrating Activity Permit Request once all of the authorizing parties have approved the request.

4. Assign each approved Ground Penetrating Activity Permit a number and maintain a log of the Ground Penetrating Activity Permits issued each year.

5. Inform the project originator if the project has been approved and if any conditions must be met prior to implementation of the project. Inform the project originator if the project has been disapproved.

3.3 MCRDPI IRP Manager

1. Provide a timely review of permit requests and assess the potential impact of the proposed project to the IRP sites at MCRDPI.

2. Approve or disapprove permit requests based on the potential impact of the project on the MCRDPI IRP; include any mitigation or monitoring requirements in the Comments section of the form if applicable, and return the permit request form to FMD.

3. For non-IR-related projects that occur at the site of an IRP site, provide project originators with Non-IRP Contractor Waste Management checklists (Appendix B) based on the activities of

the project. Maintain records of completed checklists once they are returned by the project originators.

3.4 MCRDPI Comprehensive Environmental Training and Education Program (CETEP) Coordinator/Trainer. With coordination from the IRP Manager train all organizations on the requirements of this SOP.

3.5 MCRDPI Environmental Compliance Manager

1. Provide a timely review of permit requests and assess the potential impact of the proposed project to environmental compliance at MCRDPI. Consult with the Natural Resource and Environmental Affairs Office (NREAO) program managers on potential environmental compliance and permitting requirements that may be associated with the proposed project.

2. Approve or disapprove permit requests based on the potential risk or impact of the project on environmental compliance at MCRDPI; include any mitigation or monitoring requirements in the comments section of the form if applicable, and return the permit request form to FMD.

3.6 MCRDPI National Environmental Policy Act (NEPA) Coordinator

1. Provide a timely review of permit requests and assess the potential environmental impact of the proposed project. Verify that a Request for Environmental Impact Review (REIR) has been completed for the proposed project, if necessary. If a REIR has not been completed, contact the project originator and provide notification that one must be completed.

2. Approve or disapprove permit requests based on the status of NEPA documentation that may be required.

3.7 MCRDPI Archaeologist

1. Provide a timely review of permit requests. Review MCRDPI GIS maps, the Integrated Cultural Resource Management Plan (ICRMP), and other resources to determine if the proposed activity will impact archeological sites and other cultural resources at MCRDPI. Consult with the Advisory Council on Historic Preservation (ACHP), National Park Service (NPS), Native American tribes, and other interested parties as prescribed by law.

2. Approve or disapprove permit requests based on the potential impact of the project on archeological sites at MCRDPI; include

any mitigation or monitoring requirements in the comments section of the form if applicable, and return the permit request form to FMD.

3.8 MCRDPI Safety Office

1. Provide a timely review of permit requests and assess the potential safety impacts of the proposed project on those who will be conducting the work and the MCRDPI population.

2. Approve or disapprove permit requests based on the potential safety impacts of the project; include any safety precautions or PPE requirements in the comments section of the form if applicable, and return the permit request form to FMD.

3.9 MCRDPI Telephone and Public Works

1. Provide a timely review of permit requests and assess the potential impacts of the proposed project on MCRDPI utilities.

2. Approve or disapprove permit requests based on the potential impacts of the project on utilities; include any mitigation or monitoring requirements for the project in the comments section of the form if applicable, and return the permit request form to FMD.

3. If utilities are located at the proposed job site, visit the site and mark the locations of underground MCRDPI utilities at the area where the ground penetrating activity will take place.

3.10 Resident Officer in Charge of Construction (ROICC)

1. Provide a timely review of permit requests and assess the potential impacts of the proposed project on other projects scheduled in the area contracted by ROICC. If the project originator is a contractor, ensure that all contract requirements have been met prior to commencement of the job.

2. Approve or disapprove permit requests based on the potential impacts of the project on ROICC activities; include any mitigation or monitoring requirements for the project in the comments section of the form if applicable, and return the permit request form to FMD.

3. Ensure that contract language includes a standard clause that contractors must coordinate with PUPs and complete the Ground Penetrating Activity Permit Request process prior to commencing the job at MCRDPI.

4.0 Procedures

4.1 MCRDPI Ground Penetrating Activity Permit Program

4.1.1 MCRDPI Ground Penetrating Activity Permit Request

1. Project originators must complete a MCRDPI Ground Penetrating Activity Permit Request (Appendix A) prior to beginning a job. The entire top portion of the form must be completed. A GIS map or other to-scale map of the area where the ground penetrating activity will be conducted must be included as an attachment to the form.

2. Prior to submitting the form, the project originator must call PUPS at least 72 hours before starting the proposed work to determine if commercial utilities are present in the area where the ground penetrating activity will be conducted. The project originator must call PUPS at 1-888-721-7877 between the hours of 7:30 am and 5:30 pm (EST), Monday through Friday, and provide the following information:

a. Name of County and City.

b. Location of work -- Street Address.

c. Intersecting Streets/Roads.

d. Distance From Intersection/Direction.

e. Extent of Work Front/Rear/Both Sides.

f. Date of Excavation.

g. Start Time of Excavation.

h. Type of Work.

i. Caller's Name.

j. Contractor/Contact Number.

k. Contact Person.

3. A PUPS operator records this information, identifies which utility companies will be notified, and provides the project originator with a PUPS Ticket Number. The PUPS Ticket Number must be recorded on the Ground Penetrating Activity Permit Request Form. PUPS transmits a location request message to

owners of underground utilities in the area. The underground utility owners will then visit the site and mark the locations of utilities.

4. The completed Ground Penetrating Activity Permit Request and a map of the area must be submitted to FMD at least ten business days prior to the scheduled start date of the project.

4.1.2 Approval Process

1. FMD routes the permit request form to the authorizing parties listed on the form, which include:

a. IRP Manager

b. Environmental Compliance Manager

c. NEPA Coordinator

d. Archeology

e. Safety

f. Telephone

g. Public Works

h. ROICC

2. FMD must track the routed forms to ensure they have been reviewed and approved or disapproved in a timely manner. Each authorizing party must review the form and determine if the proposed project will result in an impact to their program. The authorizing parties may issue comments or restrictions on the proposed project, which may include any mitigation or monitoring requirements. It is important to note that if it is determined that historical or archaeological resources are present in the area, consultation with outside parties may be required which may take over 30 days. This may include the Advisory Council on Historic Preservation (ACHP), National Park Service (NPS), Native American tribes, and other interested parties as prescribed by law.

3. Once the form has been approved or disapproved by all of the authorizing parties, FMD must provide final approval of the permit request based on the feedback received from the other authorizing parties. FMD must then notify project originators if their permit request has been approved or disapproved. FMD

also must notify the project originators of any restrictions or monitoring requirement(s) associated with approval of the permit. The project originator is responsible for ensuring that all requirements associated with the permit are implemented.

4. If the job is not IRP-related but will occur at an IRP site, the IRP Manager will provide the project originator with Non-IRP Contractor Waste Management Checklists. The project originator must complete the checklists and submit them to the IRP Manager upon completion of the work. For work performed at IRP sites, the project originator will also be required to work closely with the IRP Manager and the Safety Office to ensure that workers have been provided the appropriate level of PPE while performing the work and have received the required training in accordance with Marine Corps (MC) policy and OSHA standards.

5. If a REIR is required and has not yet been documented, the project originator must coordinate with the MCRDPI NEPA Coordinator to complete one. The REIR and any additional required NEPA documentation must be completed, reviewed, and approved prior to commencement of the ground penetrating activity. Additional coordination with the Environmental Compliance Manager and Archaeologist may also be required.

6. If the proposed ground penetrating activity will be more than 4 feet deep or poses other perceived safety hazards or unsafe work conditions, the project originator must coordinate with the Safety Office to ensure that proper safety measures are implemented.

4.1.3 Conducting Ground Penetrating Activities

1. The Ground Penetrating Activity Permit is valid for 90 days once approved by FMD. During implementation of the project, the Ground Penetrating Activity Permit must be maintained at the worksite and made available upon request by MCRDPI personnel. The area where the ground penetrating activity will take place must be marked off as a safety precaution.

2. Soil and materials excavated from the ground within an IRP site must be properly disposed of by coordinating with the IRP Manager and completing the required Non-IRP Program Coordinator Waste Management Checklists.

3. MCRDPI personnel may inspect the job site to ensure that the work being conducted by contractors is in compliance with applicable regulations and requirements. If violations are identified, the Safety Office or ROICC may issue a stop work

request to be in effect immediately and until the violation is resolved. Once the contractor resolves the issue, the area is reinspected to determine if the job can proceed.

4.2 Training. Awareness training on the Ground Penetrating Activity Permit process is conducted by CETEP Coordinator with support from the IRP Manager. All organizations at MCRDPI must obtain this awareness training. Workers conducting excavation at IRP sites must be HAZWOPER trained meeting the training and medical surveillance requirements set forth in 29 CFR 1910.120 and other applicable OSHA horizontal and vertical standards.

4.3 Safety. Appropriate PPE must be worn while performing the excavation. Additional safety requirements may be required depending on an evaluation of the identified physical and chemical hazards associated with the project and will be specified by the Safety Office on the Ground Penetrating Activity Permit. Additional coordination with the Safety Office may be required.

4.4 Emergency Response. Emergency contact information should be posted at the job site. In case of an emergency, contact the fire department by dialing 911 from a Depot phone or 1-843-228-3637 from a cellular phone. If using a cell phone, dialing 911 will connect the caller to the Beaufort County emergency services. The caller must indicate that the emergency is occurring at MCRDPI.

APPENDIX A

MCRDPI Ground Penetrating Activity Permit Request

MCRDPI Ground Penetrating Activity Permit Request CONTACT FMD AT (843) 228-3145 WITH QUESTIONS ON THIS FORM

GROUND PENETRATING ACTIVITY PERMIT REQUEST

DATE OF REQUEST	GROUND PENETRATING ACTIVITY PERMIT NUMBER (FMD USE ONLY)

REQUIREMENTS FOR OBTAINING A PERMIT:

- Complete the entire top portion of this form and include a GIS map or another to-scale map marked with the area where the ground penetrating activity will occur. (The bottom portion of the form will be completed by the reviewers for the approvals.)
- A work request number must be included on this application, unless there was none assigned to the project.
- If your project will impact parking or the flow of traffic in the area, you must coordinate with the Fire Department and Provost Marshal's Office (PMO).
- Call the Palmetto Utility Protection Service (PUPS) at 1-888-721-7877 between the hours of 7:30 am and 5:30 pm (EST), Monday through Friday, 72 hours before starting the proposed work to determine if commercial utilities are located in the area.
- Submit the completed form and map of the proposed area to be excavated to FMD to obtain the necessary approvals no less than 10 working days prior to the scheduled start of your project to provide for enough time for the permit request review process to take place.
- Please note that if historical or archaeological resources are present in the area, consultation with Advisory Council on Historic Preservation (ACHP), National Park Service (NPS), Native American tribes, and other interested parties will be required as prescribed by law which may take approximately 30-45 days.

DESCRIPTION AND LOCATION OF WORK

ESTIMATED DEPTH OF ACTIVITY	DATE PERMIT IS NEEDED
WORK REQUEST NO.	ESTIMATED DATE OF PROJECT COMPLETION
CONTRACT NO.	PUPS TICKET NO.
REQUESTER'S NAME & ORGANIZATION	PHONE NO.

APPROVALS

Authorizing Party	Approved	Approved, but mitigation or controls required	Disapproved	Signature & Date	Comments (Room for additional commenting is provided on the back)
Environmental Compliance	☐	☐	☐		
NEPA	☐	☐	☐		
Archeology	☐	☐	☐		
Installation Restoration	☐	☐	☐		
Safety	☐	☐	☐		
Telephone	☐	☐	☐		
Public Works	☐	☐	☐		
ROICC	☐	☐	☐		
FMD Shops	☐	☐	☐		

FMD AUTHORIZATION

This permit:

- Must be at the job site and available for inspection by government representatives.
- Must be signed by FMD to be valid.
- Is valid for 90 days from the date of approval.

PERMIT APPROVED?	☐ YES	☐ NO
NAME OF APPROVING OFFICER (PRINTED)	SIGNATURE OF APPROVING OFFICER	DATE

CONTACT FMD AT (843) 228-3145 WITH QUESTIONS ON THIS FORM

ADDITIONAL COMMENTS

CONTACT FMD AT (843) 228-3145 WITH QUESTIONS ON THIS FORM

APPENDIX B

Non-IRP Contractor Waste Management Checklists

NON-IRP CONTRACTOR WASTE MANAGEMENT

IRP Manager Instruction Sheet

General Guidelines

The following reference sheets are for distribution by the IRP Manager to contractors who are working on a project that may include subsurface work at an Installation Restoration Program (IRP) site but who are not subject to IRP requirements. The responsibilities of the IRP Manager are as follows:

1. Select the sheet(s) that will apply to the project.
2. Review the sheet(s) for the project.
3. Fill them out.
4. Sign the sheet(s).
5. Have the contractor sign the sheet(s).
6. Make a copy of the sheet(s) for the contractor.
7. Maintain the original copy for the Depot records.

The sheet(s) may also be distributed by the IRP Manager to Facilities Maintenance (FMD) or Natural Resource and Environmental Affairs Office (NREAO) personnel when the review the project.

The IRP Manager should review the sheets to ensure applicability to the project. There is a Notes section at the end of each Reference Sheet for the IRP Manager to add additional information requirements for the contractor to follow.

Water Management Reference Sheet Instructions

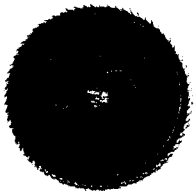
The Water Management Reference Sheets require the IRP Manager to tailor the sheets to the characteristics of each specific project. There are four different scenarios for managing water Depot on the contamination status of the water and soil at a site. Before handling out the sheet, the IRP Manager must determine the applicable scenario and modify the sheets as follows:

- Check and sign one of the scenarios (in two locations on the form).
- Cross out the other scenarios so that the contractor will not become confused.

The scenarios are listed in the following matrix:

		Groundwater Contaminated?	
Soil Contaminated?	**NO**	Scenario 1	Scenario 2
	YES	Scenario 3	Scenario 4

The reference sheets say that the contractor must comply with the requirements of the Marine Corps Recruit Depot Parris Island (MCRDPI) General Permit. The plans required by the General Permit are applicable or relevant and appropriate requirements (ARARs) and should be submitted by the contractor to the IRP Manager. Coverage of the construction project under the General Permit is ONLY required if the site is under a Record of Decision (ROD) or if there is an expected discharge off-Depot.



NON-IRP CONTRACTOR WASTE MANAGEMENT

Water Management Reference Sheet

Notice: Any other construction or any deviation from the work described below requires consultation with the Marine Corps Recruit Depot Parris Island (MCRDPI) Natural Resource and Environmental Affairs Office (NREAO) and Facilities Maintenance Division (FMD). **These directions are valid only for the project listed below.**

Purpose of This Sheet: This reference sheet provides water management instructions for contractors who are working at Installation Restoration Program (IRP) sites but are not working under IRP contracts (non-IRP contractors). This fact sheet applies both to IRP sites with and to IRP sites with an approved decision document (for example, a Record of Decision [ROD] or an Action Memorandum) and to IRP sites without a decision. Water to be handled can be generated by dewater activities or as stormwater runoff.

Project Information

Project Title
Ground Penetrating Activity Permit Number
Description of Work Covered by this Reference Sheet
Contractor Point of Contact (POC) or Person Consulted about Project
IRP Site Name and Number
IRP Manager
Date Project Reviewed
Note: Any work on this project that does not fall directly under the above description of work MUST be reviewed separately by the IRP Manager.

General Guidelines

Minimize the amount of groundwater generated whenever possible.

Water will be managed as required by the South Carolina Department of Environment and Health (DHEC)'s National Pollutant Discharge Elimination System (NPDES) General Permit (www.scdhec.gov/water/html/npdespage); this permit has specific requirements for various waters such as:

- Construction dewatering effluent
- Stormwater associated with construction activities

If you encounter product (such as oil) when dewatering or removing groundwater, contact the IRP Manager immediately. All dewatering water with product MUST be put in containers and managed in accordance with the Water with Product Reference Sheet. Contact the IRP Manager for the Water with Product Reference Sheet and further instructions.

Water Handling

All water must be managed as directed by the IRP Manager and Contracts/ROICC/NREAO. Typically, water will be managed in the following ways and must be coordinated through the IRP Manager:

- Let groundwater reabsorb into the ground near the location where it was extracted. Example: Put the water back into the excavation site.
- Discharge the water to the sanitary sewer.
- Perform onsite treatment of the water.
- Perform onsite treatment or recycling.
- Perform offsite water treatment, recycling, or disposal.

Contaminated Water Management

When water is encountered, use the following checklist and decision matrix to determine which steps to follow.

Soil contaminated above hazardous constituents?

__ Yes ___ No IRP Manager Signature_____

Groundwater contaminated detectable hazardous constituents?

__Yes ___No IRP Manager Signature_____

Soil with Hazardous Constituents?	Groundwater with Hazardous Constituents? NO	Groundwater with Hazardous Constituents? YES
	Scenario 1	Scenario 2
	Scenario 3	Scenario 4

The IRP Manager should check and sign one of the four boxes below. Signing the box will indicate which groundwater and soil contamination scenario applies to the site.

Scenario 1. Neither the soil nor the groundwater has detectable levels of hazardous constituents.

Construction water and dewatering can be managed as required by the General Permit only. No other requirements apply.

___ Yes IRP Manager Signature _____

Scenario 2. The groundwater is contaminated, but the soil is not.

The groundwater cannot be allowed to drain back into the soil. Handle the water as directed by the IRP Manager. The water may need to be sent offsite for disposal. Construction water must be managed as required by the General Permit.

___ Yes IRP Manager Signature _____

Scenario 3. The soil is contaminated, but the groundwater is not.

In general, most water must be managed as required by the General Permit. Groundwater maybe be allowed to drain onto an area of the site where the soil is not contaminated (the area must be approved by the IRP Manager).

OR, if it is only a small amount of water, the water maybe drained into the sanitary sewer after permission is obtained from the IRP Manager. (Note the IRP Manager will need to coordinate the release with NREAO and ROICC managers.)

___Yes IRP Manager Signature _____

Scenario 4. Both soil and groundwater are contaminated.

Water must be managed as required by the General Permit. The groundwater may be drained back into the ground at the project site, but cannot be allowed to run off the IRP site. Any water that cannot be put back into the ground will have to be treated or shipped for offsite disposal. The IRP Manager should determine how the water will be handled.

___ Yes IRP Manager Signature _____

Other Issues

Construction Plans

Construction will require a Construction Best management Practices (BMPs) Plan and Post-Construction Pollution Control Measures. These should be coordinated through the IRP Manager.

Dewatering Plans

Dewatering will require a Dewatering Plan, a Dewatering System Maintenance Plan, a Construction Pollution Prevention Plan, and an Erosion Control Plan. These should be coordinated through the IRP Manager.

Groundwater Contaminated or Exceeding Total Suspended Solids (TSS) Limit

Containerize water for treatment or shipment. A qualified subcontractor is needed for the project to ensure that the water is handled appropriately. Handle water and sludge as directed by the IRP Manager. If water is treated, resulting sludge must be handled as Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) waste.

Sludge

Water treatment may result in sludge. This sludge may need to be handled as CERCLA waste according to the direction of the IRP Manager. The sludge will probably need to be sent offsite for disposal to a facility reviewed and approved by the U.S. Environmental Protection Agency (EPA) under the Off-Site Rule.

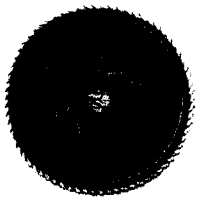
Storage

Removed water that cannot go back into the ground or directly into the sanitary sewer must be stored on the construction site, near the excavation. The water must be stored in containers (e.g., drums, tanks) and labeled. A Non-hazardous Waste label with the following information should be attached to the container:

- Date water placed in container
- Name of project generating water
- Construction project contact and phone number
- IRP Manager name and phone number
- IRP site name
- IRP site number
- Waste-specific information (e.g., water from Pit 1, 3 feet deep, SW corner of project site
- Sample identification number

Notes:

Signature		
IRP Manager	Signature	Date
Contractor Name and Title	Signature	Date



NON-IRP CONTRACTOR WASTE MANAGEMENT

Water with Product

Reference Sheet

Notice: Any other construction or any deviation from the work described below requires consultation with the Marine Corps Recruit Depot Parris Island (MCRDPI) Natural Resource and Environmental Affairs Office (NREAO) and Facilities Maintenance Division (FMD). **These directions are valid only for the project listed below.**

Purpose of This Sheet: This reference sheet provides management instructions related to water with product (such as oil) for contractors who are working at Installation Restoration Program (IRP) sites but are not working under IRP contracts (non-IRP contractors). This fact sheet applies both to IRP sites with and to IRP sites with an approved decision document (for example, a Record of Decision [ROD] or an Action Memorandum) and to IRP sites without a decision. Water at the construction site will be handled according to the Water Management Reference Sheet. In this case, the contractor will receive this fact sheet prior to beginning work. In other cases, product may be encountered while dewatering a construction site and the contractor will receive this reference sheet after notifying the IRP Manager. The contractor is responsible for the following these requirements while working at the project site.

Project Information
Project Title
Ground Penetrating Activity Permit Number
Description of Work Covered by this Reference Sheet
Contractor Point of Contact (POC) or Person Consulted about Project
IRP Site Name and Number
IRP Manager
Date Project Reviewed
Note: Any work on this project that does not fall directly under the above description of work MUST be reviewed separately by the IRP Manager.

General Guidelines
Minimize the amount of water/product generated whenever possible.
General guidelines for water with product are as follows: • All water/product must be managed as directed by the IRP Manager. • The contractor will evaluate whether a different construction approach can be used to prevent generating water/product.

Storage

All water/product MUST be put in containers (e.g., drums, tanks), as follows:

- Containers must be compatible with the product (e.g., do not put product containing solvent into a plastic drum).
- Containers must be placed on pallets.

The water/product containers must be labeled. A Waste Awaiting Designation label with the following information should be attached to the container:

- Date water/product placed in container
- Name of project contact and phone number
- Construction project contact and phone number
- IRP Manager name and phone number
- IRP site name
- IRP site number
- Waste-specific information (e.g., water/product from Pit 1, 3 feet deep, SW corner of project site)
- Date water/product sent for chemical analysis
- Sample identification number

Once results of the chemical analysis are received, the IRP Manager will direct the contractor on how to manage the water/product (e.g., whether it is hazardous waste or not).

Disposal

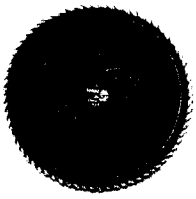
Disposal of all water/product must be as directed by the IRP Manager. In general, the following can be assumed:

- Sites without an approved decision document – Water/product can be sent offsite.
- Sites with an approved decision document – Water/product must be sent to a facility reviewed and found acceptable to the US EPA under the Off-Site Rule. Therefore, water/product must be sent offsite for disposal.

Notes:

Signature

IRP Manager	Signature	Date
Contractor Name and Title	Signature	Date



NON-IRP CONTRACTOR WASTE MANAGEMENT

Soil Management Reference Sheet

Notice: Any other construction or any deviation from the work described below requires consultation with the Marine Corps Recruit Depot Parris Island (MCRDPI) Natural Resource and Environmental Affairs Office (NREAO) and the Facilities Maintenance Division (FMD). **These directions are valid only for the project listed below.**

Purpose of This Sheet: This reference sheet provides soil management instructions for contractors who are working at Installation Restoration Program (IRP) sites but are not working under IRP contracts (non-IRP contractors). This fact sheet applies both to IRP sites with and to IRP sites with an approved decision document (for example, a Record of Decision [ROD] or an Action Memorandum) and to IRP sites without a decision. The contractor is responsible for following these requirements while working at the project site.

Project Information

Project Title
Ground Penetrating Activity Permit Number
Description of Work Covered by this Reference Sheet
Contractor Point of Contact (POC) or Person Consulted about Project
IRP Site Name and Number
IRP Manager
Date Project Reviewed
Note: Any work on this project that does not fall directly under the above description of work MUST be reviewed separately by the IRP Manager.

General Guidelines

Minimize the amount of soil moved/disturbed at the site whenever possible.

Contaminated Soil

- Visually contaminated soil should be kept separate form the clean soil.
- If soil is contaminated, the IRP Manager will make the decision where it should go.

Water

- If water needs to be removed from an excavation or extracted from the soil, follow the Water Management Reference Sheet.
- If the contractor unexpectedly finds water during excavation, contact the IRP Manager to get the Water Management Reference Sheet and further instructions.

Labeling Containers

In general, soils generated by non-IRP contractors will not be hazardous waste. If the soils encountered are visually contaminated or smell strongly, contact the IRP Manager or Environmental Compliance Manager immediately.

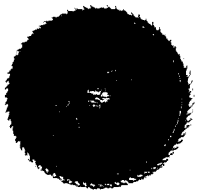
A Non-hazardous Waste label with the following information should be attached to the container:

- Date soil placed in container
- Name of project generating soil
- Construction project contact and phone number
- IRP site name
- IRP site number
- Waste-specific information (e.g., soil from 6 inches to 6 feet below grade)
- Analysis identifier

Notes:

Signature

IRP Manager	Signature	Date
Contractor Name and Title	Signature	Date



NON-IRP CONTRACTOR WASTE MANAGEMENT

Contaminated Debris Reference Sheet

Notice: Any other construction or any deviation from the work described below requires consultation with the Marine Corps Recruit Depot Parris Island (MCRDPI) Natural Resource and Environmental Affairs Office (NREAO) and the Facilities Maintenance Division (FMD). **These directions are valid only for the project listed below.**

Purpose of This Sheet: This reference sheet provides instructions for contractors who are working at Installation Restoration Program (IRP) sites but are not working under IRP contracts (non-IRP contractors). This fact sheet applies both to IRP sites with and to IRP sites with an approved decision document (for example, a Record of Decision [ROD] or an Action Memorandum) and to IRP sites without a decision. Buried debris, consisting of items such as concrete, metal, brick, and glass, is assumed to be contaminated when present at an IRP site. The contractor is responsible for following these requirements while working at the project site.

Project Information
Project Title
Ground Penetrating Activity Permit Number
Description of Work Covered by this Reference Sheet
Contractor Point of Contact (POC) or Person Consulted about Project
IRP Site Name and Number
IRP Manager
Date Project Reviewed
Note: Any work on this project that does not fall directly under the above description of work MUST be reviewed separately by the IRP Manager.

General Guidelines

Minimize the material moved/disturbed at the site.

Excavated debris should be recycled whenever possible. General guidelines for soil and water are as follows:

Contaminated Soil

- Follow the Soil Management Reference Sheet for any soil moved during construction.
- Excavated debris must be cleaned off. The soil removed from excavated debris must be managed according to the Soil Management Reference Sheet.

Water

- If the contractor unexpectedly finds water during excavation, contact the IRP Manager to obtain the Water Management Reference Sheet and further instructions.
- **If you encounter a product (such as oil) when dewatering, contact the IRP Manager immediately. All dewatering of water with product MUST be put in containers and managed in accordance with the Water with Product Reference Sheet. Contact the IRP Manager for the Water with Product Reference Sheet and further instructions.**

Storage

Removed materials, including soil and debris, must be stored on the construction site, near the excavation. Excavated debris must be stored either on a tarp in a pile or in containers (e.g.,drums, rolloff boxes).

Debris Recycling

Any debris excavated should be reused on-site or sent for recycling after cleaning. The IRP Manager will direct any on-site reuse of debris.

If debris is sent offsite, it must first be cleaned. For example:

- Soil on metals must be cleaned off (e.g., soil brushed off or washed off).
- Soil on concrete must be cleaned off (e.g., soil brushed off, washed off, or grit blasted). Concrete will also need to be chemically tested to see whether it meets disposal standards before it can be sent offsite.

Any soil or water generated by decontamination must be managed in accordance with the Soil Management or Water Management Reference Sheet.

If debris cannot be sent for recycling, it must managed as excess materials (see below).

Managing Excess Material

All excess material must be managed as directed by the IRP Manager. If there is excess material remaining, it may be managed in the following ways:

- Excess debris and material will need to be sent to a facility reviewed and acceptable to the US Environmental Protection Agency under the Off-Site Rule. Management of excess material will be coordinated through the IRP Manager.
- **Contact the IRP Manager as soon as possible once you know you will be generating excess material.** The IRP Manager will determine that excess soil or debris should be taken to the following location:_____
- Containers of excess materials must be labeled. A Non-hazardous Waste label with the following information should be attached to the container:
  - Date soil placed in container
  - Name of project generating soil
  - Construction project contact and telephone number
  - IRP Manager name and phone number
  - IRP site number
  - Waste-specific information (e.g., soil from surface to 6 feet below grade)
  - The above information should be readily available (e.g., in the construction trailer or posted at the pile).

Notes:

Signature

IRP Manager Signature Date

Contractor Name and Title Signature Date

APPENDIX C

Acronyms and Abbreviations

ARAR: Applicable or Relevant and Appropriate Requirement

CATEX: Categorical Exclusion

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act

CETEP: Comprehensive Environmental and Training Education Program

CFR: Code of Federal Regulations

DON: Department of Navy

EA: Environmental Assessment

EIS: Environmental Impact Statement

EPA: U. S. Environmental Protection Agency

FMD: Facilities Maintenance Division

GIS: Geographic Information System

HAZWOPER: Hazardous Waste Operations and Emergency Response

HQMC: Headquarters Marine Corps

IC: Institutional Control

ICRMP: Integrated Cultural Resource Management Plan

IR: Installation Restoration

IRP: Installation Restoration Program

LTMgt: Long-Term Management

LUCAP: LUC Assurance Program

LUCs: Land Use Controls

MC: Marine Corps

MCO: Marine Corps Order

MCRDPI: Marine Corps Recruit Depot Parris Island

MSDS: Material Safety Data Sheet

NEPA: National Environmental Policy Act

NHPA: National Historic Preservation Act

NIRIS: Naval Installation Restoration Information Solution

NREAO: Natural Resources and Environmental Affairs Office

OSH: Occupational Safety and Health

OSHA: Occupational Safety and Health Administration

PMO: Provost Marshal's Office

PPE: Personal Protective Equipment

PW: Public Works

RCRA: Resource Conservation and Recovery Act

REIR: Request for Environmental Impact Review

SCDHEC: South Carolina Department of Health and Environmental Control

SOP: Standard Operating Procedure

USMC: United States Marine Corps